

Ref #	Hits	Search Query	DBs	Default Operator	Plurals	Time Stamp
S1	3769	((alphanumeric adj character) text font) same (highlight underline)	US-PGPUB; USPAT; USOCR	OR	ON	2005/05/04 09:03
S2	1126	S1 and "715"/\$.ccls.	US-PGPUB; USPAT; USOCR	OR	ON	2005/05/04 09:00
S3	3363	((alphanumeric adj character) text font) same (highlight underline) and display	US-PGPUB; USPAT; USOCR	OR	ON	2005/05/04 09:03
S4	2554	((alphanumeric adj character) text font) same highlight and display	US-PGPUB; USPAT; USOCR	OR	ON	2005/05/04 09:04
S5	327	S4 and "345"/\$.ccls.	US-PGPUB; USPAT; USOCR	OR	ON	2005/05/04 09:07
S6	623	345/467.ccls.	US-PGPUB; USPAT; USOCR	OR	ON	2005/05/04 09:08
S7	100	345/467.ccls. and (highlight bold underline)	US-PGPUB; USPAT; USOCR	OR	ON	2005/05/04 09:10
S8	12	345/467.ccls. and highlight	US-PGPUB; USPAT; USOCR	OR	ON	2005/05/04 09:17
S9	32	345/467.ccls. and ((highlight zoom magnify emphasize) same (font text character))	US-PGPUB; USPAT; USOCR	OR	ON	2005/05/04 09:28
S10	44	(345/467.ccls. 345/471.ccls. 345/468.ccls.) and ((highlight zoom emphasize) same (font text character))	US-PGPUB; USPAT; USOCR	OR	ON	2005/05/04 09:37
S11	5368	((highlight zoom emphasize) same (font text character)) and display	US-PGPUB; USPAT; USOCR	OR	ON	2005/05/04 09:38
S12	2641	((highlight zoom emphasize) same (font text character)) same display	US-PGPUB; USPAT; USOCR	OR	ON	2005/05/04 09:38
S13	492	S12 and "345"/\$.ccls.	US-PGPUB; USPAT; USOCR	OR	ON	2005/05/04 13:40
S14	1	"6411315".pn.	US-PGPUB; USPAT; USOCR	OR	ON	2005/05/04 14:44
S15	3	345/629.ccls. and ((font character text) same (highlight emphasize))	US-PGPUB; USPAT; USOCR	OR	ON	2005/05/04 14:46

S16	502	345/629.ccls. and (font character text)	US-PGPUB; USPAT; USOCR	OR	ON	2005/05/04 14:48
S17	342	345/629.ccls. and (font glyph text)	US-PGPUB; USPAT; USOCR	OR	ON	2005/05/04 15:25
S18	11	(715/503.ccls. 715/504.ccls.) and ((text font gyph) same (highlight emphasize))	US-PGPUB; USPAT; USOCR	OR	ON	2005/05/04 15:29

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An Overview of Word's Team Writing Tools

Nowadays, few documents of any size are written entirely by one individual. In the corporate setting, most documents must be shepherded through a hierarchy; increasingly they must also be reviewed by cross-functional teams. Even freelance writers, of course, face the sharp red pencils of editors—often, more than one.

Word can't do much to make the substantive aspects of the review process easier. But it can work absolute wonders for the logistics of document review. If your review needs are especially simple, Word's Highlighting tool might be enough—just as it might have been enough for you in high school! For more complex reviews, Word offers the following tools:

- A Comments tool that enables reviewers to annotate your document with suggestions and recommendations without actually changing the text of the printed draft
- A Track Changes tool that helps you keep track of all the changes made by multiple reviewers, and then evaluate, incorporate, or reject them one at a time—or all at once
- A Protect Documents feature that enables you to prevent changes to your document except for annotations or tracked changes
- A Reviewing toolbar that brings all Word's reviewing tools together in one convenient location
- A Versioning feature that enables you to maintain multiple versions of a document in a single file
- Close integration with Microsoft Outlook to help you send file attachments to reviewers and track their progress

Note

You can also use the *Web collaboration (page 511)* tools covered at length in Chapter 13, "Using Word's Online Collaboration Tools."

Using the Highlighter

Word's simplest reviewing tool is the Highlighter, which works just like the highlighting pen you might have used in high school. For the most informal reviews, where all you need to do is call attention to text, rather than make detailed comments about it, the Highlighter may be all you need.

Note

For any more complex reviews, Track Changes makes it easier to track, accept, and reject specific changes made by multiple reviewers. If you want to annotate a block of text with a suggestion or question, use Word's Comments tool.

To highlight one block of text, select it and click the Highlight icon on either the Formatting or Reviewing toolbar. By default, your text is highlighted in see-through yellow. Figure 24.1 shows highlighted text in a document.

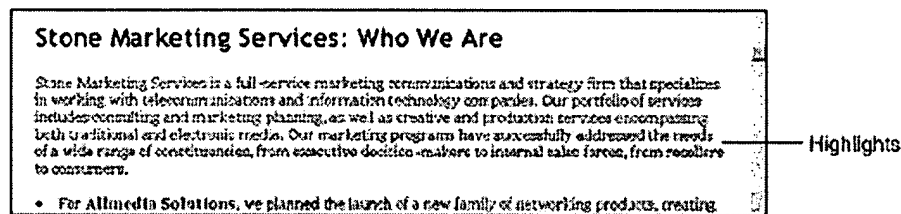


Figure 24.1
Highlighted text.

If you plan to highlight several blocks of text, click the Highlight button before you select any text. Then select the first block of text; Word highlights it. Select another block of text; Word highlights that one, too. Word keeps highlighting text you select until you press Esc or click the Highlight button again.

If you prefer to use a color other than yellow, click the down arrow next to the Highlight button; a choice of 15 colors appears (see Figure 24.2). Select the color you want to use; this becomes the default color for all highlighting you do until you change it again.

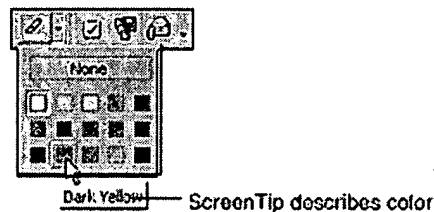


Figure 24.2
Changing the default highlight color.

Tip #353 from

Bill Cammilleri

Consider giving different members of your workgroup different highlighting colors. Or consider standardizing colors for each type of change that must be made: for example, use blue for text that may have to be removed later, green for text that needs a technical review, and so on.

Tip #354 from*Bill Cameron*

You may find that some highlight colors that are acceptable for online reading are too dark when you print them. Moreover, even if the highlighted text doesn't print too dark to be readable, you may simply not want any highlighting to appear in drafts that you print. To hide the highlighting both onscreen and in printed copies, choose Tools, Options and, on the View tab, clear the check box marked Highlight. From that point on, highlighting is invisible in the document, and does not appear when printed. To reverse the effect, simply recheck the box.

Changing the Color of Highlighted Text

What if you've added yellow highlighting throughout your document and then decide your highlights should be a different color? Or what if someone else has reviewed the document using yellow highlights and you would like to reserve yellow highlighting for yourself—displaying your colleague's highlights in another color, such as blue? You can use Word's Replace tool to change all the text highlighting in your document (no matter what color it is) to a different highlight color that you can specify. To do so, follow these steps:

1. Change the highlight color to the one you want.
2. Choose Edit, Replace.
3. Make sure there's no text in either the Find What or Replace With text box.
4. Click the Find What text box.
5. If the Search Options portion of the dialog box is not visible, click More to display it. Then click No Formatting if it is not grayed out.
6. Click the Format button, and choose Highlight from the menu that appears.
7. Click the Replace With text box.
8. Repeat steps 5 and 6.
9. Choose Replace All. Word replaces all the existing highlights in your document with new highlights in the color you've just specified.

Removing Highlighting from Your Document

To remove highlighting throughout a document, press Ctrl+A to select the entire document, click the down arrow next to the Highlight button, and choose None.

How Highlights Appear on Web Pages

When you save highlighted text as part of a Web page, Word stores the highlighting as part of Cascading Style Sheet information that can be understood by Microsoft Internet Explorer 3.0 and higher, as well as Netscape Navigator/Communicator 4.0 and higher. Earlier browsers may disregard the highlighting.

Working with Comments

It's a classic problem: How do you make (or invite) comments in a document without introducing text changes that have to be undone later? The solution is Word's Comments tool (called Annotations in Word 95 and earlier versions).



With Comments, you have a way of annotating your document that doesn't get in your way while you edit and format your document. Then, when you're ready, your inserted comments are easy to view, print, and resolve. To insert a comment, either click where you want your comment to appear, or select the text that relates to the comment you want to make, then press Alt+Ctrl+M, or click the Insert Comment button on the Reviewing toolbar. (You can also choose Insert, Comment.)

A pale yellow comment mark appears in your document, containing your initials (as stored in the Tools, Options, User Information tab). If you selected a block of text for comment, the entire block of text now appears in pale yellow.



The dotted line beneath the comment mark is your cue that comments are hidden text; they appear only when your document is set to show hidden text. To hide comment marks, click the Show/Hide Paragraph Marks button on the Standard toolbar or choose Tools, Options, View; clear the All check box and make sure the Hidden Text check box is also cleared.

Tip #355 from

Bill Camarda

You can also use Comments to create notes to yourself about facts that need checking, additional text that needs to be added, and other unfinished business.

The comment mark also contains a number; each time another comment is added to the document, the number increments. This helps reviewers keep track of individual comments.

When you insert a comment into a document, the Comments pane opens (see Figure 24.3). This pane works in much the same way as the Footnote and Endnote panes covered in Chapter 19, "Footnotes, Bookmarks, and Cross-References." You can type your comment next to the comment mark in the Comments pane. If you want, you can leave the Comments pane open as you navigate through the document, inserting comments wherever necessary.

Word 2000 also inserts a hidden { PAGE } field above each comment in the Comments pane. When you print comments (as discussed later in the "Printing Comments" section), this page numbering is automatically updated to reflect any edits you may have made in the document, and page numbers are printed above each comment. After you print the page numbers for the first time, they become visible in the Comments pane. You can also display

them without printing them, by selecting the comments (click in the Comments pane and press Ctrl+A) and updating the field codes (F9), or by checking the Field Codes check box in **Tools**, **Options**, **View**.

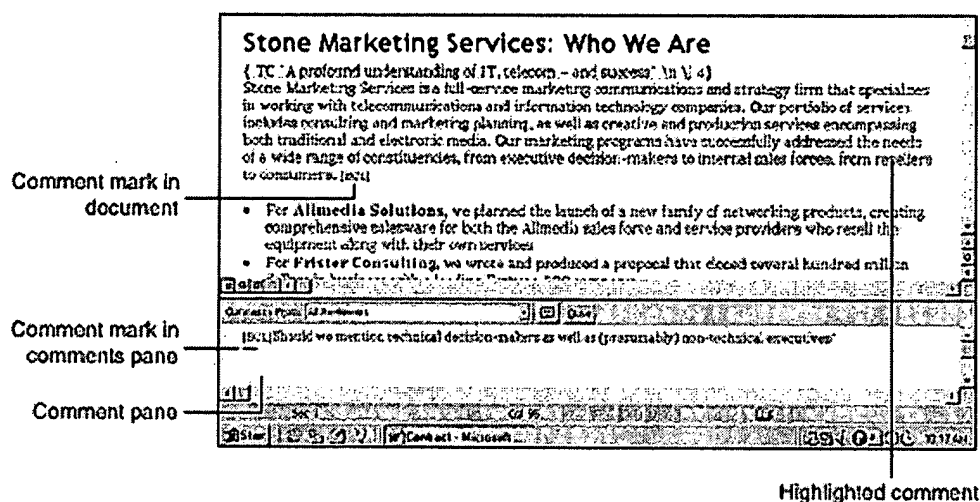


Figure 24.3

You can type your comments in the Comments pane.

Occasionally you may want to make the same comment in several places. (For example, the writer whose draft you're reviewing may have made the same error repeatedly.) Insert the comment and edit the text in the Comments pane. Then select and copy the comment mark and paste it wherever you want the comment to appear.

Tip #356 from

B. L. O'Connor

If you turn on Track Changes before you start making comments, your comments are also tracked as changes, making it easier for the document's author to resolve both comments and proposed revisions at the same time. In particular, you make it possible for the author to combine your comments with the tracked changes and comments made by others, using the Merge Documents feature.

You'll learn more about tracking changes later in this chapter, in the "Working with Track Changes" section. You'll learn more about merging documents later in this chapter, in the "Merging Revisions" section.

Inserting Comments from Multiple Reviewers

Several people can use Word's comments feature to annotate the same file. Word automatically places each reviewer's initials in her comment marks if her initials appear in the User Information tab. To check that your correct initials appear there, choose **Tools**, **Options**, and click the User Information tab.

Tip #357 from *Bill Camaden* If you're using someone else's computer to make comments on a document, change the User Information to make your initials appear in future comment marks. This doesn't change comment marks that already appear in your document.

Remember to change the User Information back when you're finished.

Inserting Voice Comments

Occasionally, you might want to insert a brief audio comment in a file. For example, there may be a point you find it hard to explain in writing, but easy to explain verbally. Or you may have a digitized quote you would like to include. If you have a microphone and a sound card, Word makes it easy to add an audio comment. Even if your computer isn't audio equipped, you can insert WAV audio files you may have acquired elsewhere.

To record your own audio comment, follow these steps:



1. Choose Insert, Comment (or click the Insert Comment button on the Reviewing toolbar). The Comments pane opens.



2. Click the Cassette Tape icon at the top of the Comments pane. The Windows 98 or Windows NT Sound Recorder applet opens (see Figure 24.4).

3. Click the Record button and speak.

4. When you finish speaking, click Stop.

5. Choose Exit & Return from the File menu.



If the cassette icon is grayed out, preventing you from using it, see "What to Do If the Voice Comment Recorder Cassette Icon Is Grayed Out," in the "Troubleshooting" section of this chapter.

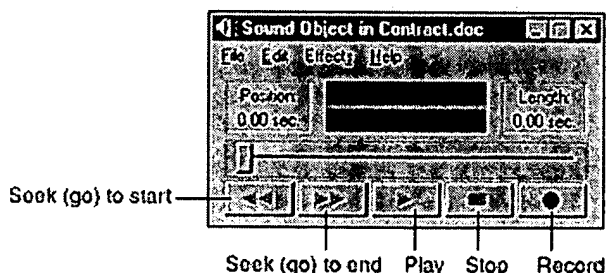


Figure 24.4

The Windows 98 (or Windows NT) Sound Recorder opens whenever you want to insert an audio comment.

Tip #358 from You can edit your sound file while Sound Recorder is open. For example,

Bill Casper

you can choose Edit, Insert File to insert another audio file into the comment. Or you can play your recorded file to the point where you made your most important point, and choose Edit, Delete Before Current Position to edit out everything that came before it.

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Section: Part I: Excel 2000 Overview

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Chapter 1. Excel Basics

Excel is one of a series of computer programs commonly referred to as "spreadsheet software." Spreadsheet programs have become quite popular, because they provide the ability to work with data, typically numeric data, by placing it in a series of rows and columns. The location where a specific row or column intersects is referred to as a cell. Each cell typically holds a specific value that could be text, numeric, logical, or a formula, as shown in Figure 1-1. Calculations can be performed on the values in specific cells. If the values used in a calculation change, Excel automatically recalculates.

Figure 1-1. Spreadsheet programs provide convenient methods for performing calculations and organizing related data

Month	Number of Sales	Amount
January	4	\$2,000.00
February	6	\$4,500.00
March	0	\$0.00
April	12	\$12,400.00
May	15	\$16,900.00
June	9	\$11,000.00
	46	\$16,000.00

Excel provides a multitude of unique features, which are covered in detail in this book. Some of the most prominent features include:

Extensive File Compatibility

Although Excel workbooks have the file extension of XLS, Excel has the ability to open files from several different sources including all Microsoft Office products, HTML, and other major spreadsheet programs. Excel can also save workbooks in several different formats so that they can be opened by other programs. (See Chapter 3.)

Workbooks for Organizing Common Files

Excel uses workbooks to store multiple related worksheets (commonly referred to as spreadsheets by other programs) and charts. You can switch between different sheets in the workbook by clicking on the corresponding tab, as shown in Figure 1-2. By default, each workbook is created with three worksheets. Additional worksheets can be added using Insert → Worksheet and new charts are added using Insert → Chart. Refer to Chapter 6, for more information. The default worksheet names are Sheet1, Sheet2, and Sheet3.

Figure 1-2. Workbooks are designed to hold multiple sheets

	A	B	C	D	E	F	G	H
1	Automobile Loan Worksheet							
2								
3		\$605.65	360	400	240	100		
4		6.50%	505.65	458.37	596.46	696.89		
5		7.00%	532.24	497.15	620.24	719.06		
6	I	7.25%	545.74	511.74	632.30	730.29		
7	n	7.50%	559.37	526.46	644.47	741.61		
8	i	8.00%	587.01	556.25	669.15	764.52		
9	.	8.25%	601.01	571.31	681.65	776.11		
10		8.50%	615.13	586.48	694.26	787.79		
11	R	8.75%	629.36	601.74	706.97	799.56		
12	a	9.00%	643.70	617.09	719.78	811.41		
13	i	9.25%	658.14	632.53	732.69	823.35		
14	e	9.50%	672.68	648.05	745.70	835.38		
15	s	10.00%	702.06	679.32	772.02	859.68		
16								
17								
18		Loan Amount	\$80,000.00					
19		Interest Rate	6.50%					
20		Loan Term	360					

SDI (Single Document Interface)

Excel 2000 uses a Microsoft Windows feature called Single Document Interface. This feature allows you to have multiple workbooks open simultaneously but only one version of Excel is actually running. On the View tab on the Options window (Tools → Options) you can specify whether each open workbook should be listed on the toolbar. By default, Excel displays an icon for each workbook so that you can switch between the open workbooks by clicking on the corresponding icon on the toolbar.

Extensive List of Built-In Functions

Excel comes with a multitude of built-in functions that can be used to add more complex calculations and data manipulations to your workbook. These functions can be selected using the Insert → Function command. Additional functions are available by loading the Analysis ToolPak that comes with Excel. This book provides detailed descriptions of the Excel functions. For more information, refer to Part II of this book.

Extensive Text Formatting

Excel allows you to perform extensive text formatting. Not only can you apply different formatting to each cell in the worksheet, but Excel allows you to format each character within the cell differently. For example, you may want the first character in the word to be bold and the remaining characters to be in italics. You can also change the orientation of the text within the cell, as shown in Figure 1-2, where the text "Int. Rates" displays vertically within the cell.

Useful Charts

Excel comes with several different default chart types that can be used to chart the data within a worksheet. These charts can be selected using the Insert → Chart option. You can also create custom chart types. For more information, refer to Chapter 10.

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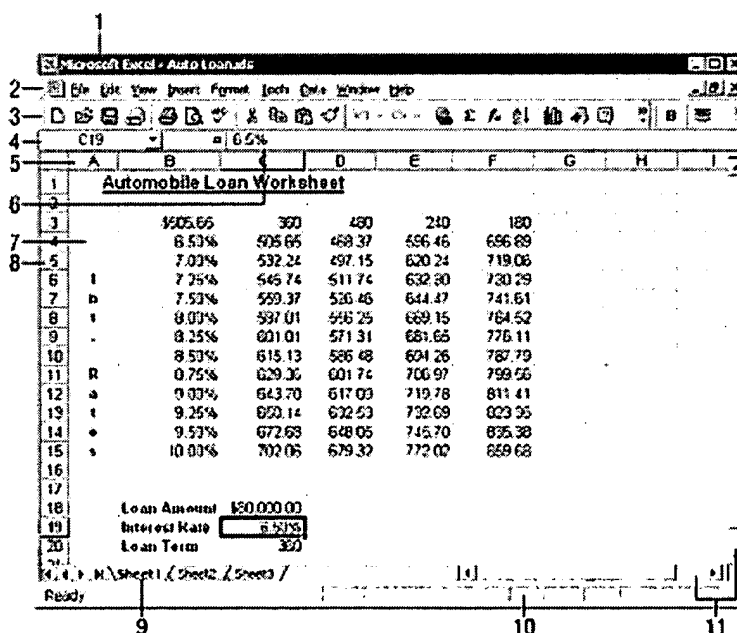
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2.1. The Excel Window

Just like every other Microsoft Windows program, everything that happens in Excel occurs within the Excel window. The Excel window is made up of all the standards windows features, as shown in Figure 2-1.

Figure 2-1. The Excel window resembles all other Microsoft programs



- Title Bar.** The title bar displays across the top of the Excel window. It indicates the name of the current workbook. On the right side of the windows there are icons that minimize, maximize, or close the Excel window. When you minimize the window, the window is closed but it remains active and can be opened by selecting the corresponding icon on the taskbar. When you maximize the window the window is expanded to cover your entire monitor screen. When you select the close button the current workbook is closed; if there are no other workbooks open Excel is also closed.
- Menu Bar.** Contains a list of eight different menus. When you click on one of the words on the menu a list of

additional menu items display. If you have a chart selected the Data menu is replaced with a Chart menu. Chapter 3 through Chapter 10 discuss the various options available on the menu bar.

Just like other toolbars available within Excel, the Menu bar can be moved by simply clicking on it and dragging it to the desired location.



Dealing with Adaptive Menus

Excel 2000 comes with new adaptive menus designed to provide access to commonly used commands and suppress those used less frequently. You can tell a menu is suppressed when the last item in the list is an arrow. You can expand the menu by clicking on the arrow. These adaptive menus are designed to make the menus less confusing by suppressing the less commonly used menu options. You can eliminate the adaptive menus, which we recommend, by selecting Tools → Customize → Options and removing the checkmark from the "Menus show recently used commands first" checkbox. This will change all of your Office 2000 program menus.

3. **Toolbars.** Toolbars contain different icons (little pictures) that can be selected to perform different options within Excel. For example, to save a workbook you can select the icon that resembles a floppy disk. Excel provides several default toolbars, some of which display by default at the top of the Excel window. The toolbars can be moved within the window simply by clicking on them and dragging them to the desired location.

Toolbars are normally "docked" to the top of the Excel window, but they can also be "undocked" and placed anywhere on your screen. To undock a toolbar you simply click on it and drag it to the desired location. When you close Excel it remembers not only which toolbars were last open but also where they were located. The next time you open Excel the toolbars will be placed in the same locations.

You can select the toolbars that display by selecting View → Toolbars (refer to Chapter 5). You can also create and customize toolbars using Tools → Customize and selecting the Toolbars tab (refer to Chapter 8).

4. **Name Box.** Displays the name of the selected cell, object, or range of cells. If you have created named ranges within the worksheet, those names display in the box. You can select from the named ranges by clicking the down arrow button next to the box. When you select a named range Excel jumps to the first cell in the range. Named ranges are created using Insert → Name. For more information refer to Chapter 6.
5. **Column.** Everything within an Excel worksheet is organized into rows and columns. Columns run vertically within the window and are identified by the letter across the top. You can select an entire column by clicking on the column identifier.

Each Excel worksheet has 256 columns. If you use the options on the Insert menu (refer to Chapter 6) to add a column, Excel actually removes a column from the end of the worksheet. Excel will only allow you to add columns as long as the last column (IV) does not contain a value.



Hiding Rows and Columns

If you don't want a row or column visible you can hide it by using Format → Column → Hide or Format → Row → Hide. When you select either one of these options, Excel is actually just changing the column width or the row height to zero. When the row or column is hidden the contents can still be accessed by formulas.

1. **Formula Bar.** If a selected cell contains a formula, it displays in the Formula Bar. Whenever you make changes to the contents of a cell you need to press the Enter key or select the Enter icon to update the value within the cell. If you select the Cancel icon the value of the cell remains the same.

You can remove the Formula Bar and do all of the cell editing directly in the cell by selecting Tools → Options → View and unselecting the Formula Bar checkbox (refer to Chapter 8).

2. **Cell.** One of the first things you notice when opening Excel is that the window is covered with a bunch of empty boxes. These boxes are commonly referred to as "cells." Each cell typically contains one value or string of text. Since each cell is within one row and one column the cells are typically referenced using the unique row and column names. For example, in Figure 2-1, the cell that contains the value \$80,000 is in column C and row 18, therefore it would be referenced as cell C18. That reference is unique because there is only one location where column C and row 18 intercept. Instead of using the letters to reference columns you can also use the R1C1 reference style where the location of the cell is indicated by providing both a row and a column number. Using this method cell C18 would be R18C3, indicating the cell is located in the eighteenth row and the third column.

Cells on each worksheet have a default size. The height of the cell is measured using points with 72 points in an inch. The default height of a cell is 12.75 points. The width is based upon the default font, which is Arial for Excel. The default width of the cell is 8.43 characters. Since the characters in most fonts, especially Arial, vary in size this measurement may seem a little meaningless. But the measurement is based on the number of zeros that can be placed in the cell which is 8.43. You can use the formatting options available in Excel to change the size of the cell. Refer to the "Formatting in Excel" section later in this chapter.

Although the cells are evenly spaced out on the worksheet, a corresponding cell for each row and column, you can combine cells using the merge option. When you merge cells using Format → Cells → Alignment → Merge Cells the selected cells are joined together forming one cell. When you merge cells the contents of the upper left cell are retained and anything in the other cells is deleted.

If you are entering a range of values in a series of cells (such as the months of the year, or evenly spaced numbers) you can use the Edit → Fill options to speed up the process. When you use these options you can fill the cells with the same value or a series of values. For more information refer to Chapter 4.



Changing the AutoEntry Direction

If you press the Enter key after typing something in the cell, the active cell becomes the one below the current cell. This feature allows you to quickly enter a series of values into a worksheet. If you want the active cell to move in a different direction you can use Tools → Options → Edit and change the direction specified for the "Move selection after Enter" checkbox. For more information about the Options dialog refer to Chapter 6.

Sidebar 1. Absolute vs. Relative Cell References

When you reference a cell in a formula there are two different types of references you can create: relative and absolute. A relative reference is created by simply specifying the row and column name, such as B3 (R3C2 in the R1C1 reference style). When you specify a relative reference Excel automatically updates the reference when you paste the formula in a new cell. For example, if you have the formula =SUM(A1,A2) in cell A3 when you copy it to cell B3 Excel changes the formula to =SUM(B1,B2).

If you want to maintain the entire cell reference, or a portion (row or column) of it, you need to create an absolute reference. When you paste a reference, if any portion of the reference is absolute it is not changed. An absolute reference is specified by placing a dollar sign (\$) in front of the portion that you want to be absolute. For example, if you have the reference \$B\$3, that reference remains the same each time it is pasted, but with the reference B\$3 the column is adjusted based upon where it is pasted.

1. **Row.** Everything within an Excel worksheet is organized into rows and columns. Rows run horizontally within the window and are identified by the number down the left side of the window. You can select an entire row by clicking on the row identifier.

Each Excel worksheet has 65,536 rows. If you use the options on the Insert menu (refer to Chapter 6) to add a row, Excel actually removes a row from the end of the worksheet each time you insert a row. Excel will only allow you to add additional row, as long as the last row does not contain a value.

2. **Sheet Tabs.** Each tab represents a different worksheet or chart sheet within the current workbook. You can switch between the different sheets by clicking on the corresponding tab.

Excel provides the ability to rename, add, and delete sheets using the commands available on the menu that displays when you click the right mouse button on the selected sheet tab. By selecting the tabs for all of the worksheets you can apply formatting options to all of the selected worksheets simultaneously.

3. **Status Bar.** The status bar displays at the very bottom of the Excel window and provides various messages when working in Excel. Typically you are going to see the message "Ready" indicating that Excel is ready to perform another calculation. On the right side of the bar Excel indicates when certain keys, such as Caps Lock, Num Lock, and Scroll Lock, have been pressed on the keyboard.

If you do not want the status bar displayed on the window, you can remove using the options on the Option dialog that displays when you select Tools → Options. For more information refer to Chapter 8.

4. **Scrollbars.** Since it is virtually impossible to see all 256 columns and 65,536 rows in of a worksheet simultaneously, Excel provides two different scrollbars that can be used to move around within a worksheet. The horizontal scrollbar displays at the bottom of the window allowing you to scroll the worksheet from left to right. The vertical scrollbar display on the right side of the window and allows you to scroll up and down within the worksheet.



Getting Around with the Keyboard

The scrollbars are not the only way to navigate around the worksheet; you can also use the Ctrl and Arrow Keys. If you want to move to the last cell that contains a value in a row press Ctrl+Right Arrow. If the row is empty, when you press the keys the active cell moves to the last column in the worksheet. For more tips about moving around your worksheet, refer to Appendix A.

2.1.1. Working with Multiple Workbooks

As discussed in Chapter 1, Excel uses single document interface (SDI), meaning that each workbook is placed in its own unique window. Each time you open a new workbook, a separate Excel button appears on the taskbar for that workbook. You can switch between the various workbooks by clicking on the corresponding taskbar buttons.

Even though Excel has multiple workbooks open, it only runs the program once. If you close a workbook, the program remains running until you close the last workbook.



Switch between documents using Alt+Tab

Because SDI behaves as if each open workbook is a different application, you can also use the Alt+Tab or Alt+Esc keyboard shortcuts that are normally only good for switching between applications.

2.1.1.1 Arranging multiple workbooks

Instead of having each open workbook display a separate Excel window, you can arrange them to display within one window by selecting Windows → Arrange. This opens the Arrange Windows dialog display, allowing you to specify one of four ways to arrange the open workbooks in the current window:

Tiled

The open workbooks are sized so that each one fits within the space of the window.

Horizontal

The open workbooks are placed in the window, taking up the entire space vertically, and they are placed vertically across the window.

Vertical

The open workbooks are placed in window and fit the height of the window, and are placed vertically across it.

Cascade

The open workbooks are stacked like playing cards in the window, allowing you to select a given workbook.



Freezing Panes

If you have a worksheet split into multiple panes, you can freeze different panes so they can't be scrolled. To freeze a pane, select a cell within the desired pane and then select Window → Freeze Panes. If you want to freeze multiple panes, select a range of cells that includes the frames to want to freeze. You can unfreeze panes by selecting Window → Unfreeze Panes.

2.1.1.2 Hiding the current workbook

You can hide the current workbook by selecting Window → Hide. The workbook then remains open in Excel, but is not listed on the toolbar for selection or in the list of open windows on the Window menu.

You can unhide a workbook by selecting Window → Unhide and then selecting the desired workbook from the Unhide dialog.



Hiding Workbooks

The selected workbook is only hidden during the current session. The next time you open the workbook, it will not be hidden. Keep in mind that any hidden workbooks will not be listed on the Window menu or Taskbar. If you want to view a hidden workbook, you need to unhide it using Window → Unhide.

2.1.1.3 Splitting the active workbook

If you have a large worksheet, you may want to split it into multiple panes to view different sections simultaneously. Before you split the worksheet, place your cursor at the location on the worksheet where you want to make the split, and select Window → Split. Once you split the worksheet, you can scroll each section independently using the corresponding scrollbars. You can change the location of the split by clicking on the split bar and dragging it to the desired location.

2.1.2. Getting Help with Excel

Microsoft Excel comes with a fairly robust online help file that can be used when you need to find a quick answer to a problem. Navigating the help system, however, can be difficult, and is almost like another program in itself. The online help features are available on the Help menu. There are several different options on the menu. So the question becomes, which option should I use?



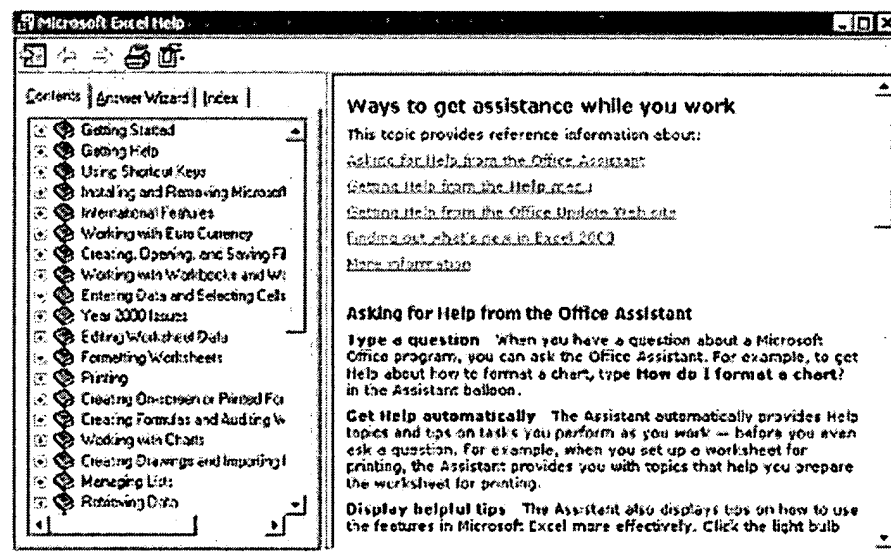
Hiding the Office Assistant

When you first install Excel you will have a cute little icon (Office Assistant) sitting on your screen waiting to answer all your questions. Or he might just get on your nerves. You can hide the Office Assistant by selecting the Options button on the Office Assistant's dialog box and unchecking the Use Office Assistant option.

2.1.2.1 Help → Microsoft Excel Help

If the Office Assistant option is enabled, this option opens a dialog in which you type the information you are looking for. If the Office Assistant is disabled, this option opens the Microsoft Excel Help dialog shown in Figure 2-2.

Figure 2-2. The Microsoft Excel Help dialog allows you to search the Contents, index, or use the Answer Wizard to locate the desired topic



The help dialog is divided into two sections. The left side contains three tabs: Contents (a tree-like display of the contents), Answer Wizard (find topics for the specified word or phrase) and Index (type a keyword or select from one of the keywords in the list to see topics) When you select a topic, the contents of the topic display on the right side of the dialog.

2.1.2.2 Help → Hide the Office Assistant

This command only hides the Office Assistant temporarily, until you request help again. If you want to get rid of the Office Assistant, you need to use the Options button on the Office Assistant's dialog box and uncheck the Use Office Assistant checkbox.

2.1.2.3 Help → What's This

This option changes your mouse cursor to a question mark. When this option is enabled, you can click on a menu command, area of the screen, or field, and a text pop-up will display a description of the selected item. Selecting this option is the same as pressing Shift+F1.

2.1.2.4 Help → Office on the Web

This option opens your Internet browser and displays the Microsoft Office Update site. This is a great place to check for updates to Excel, download add-ons, and look for new tricks you can try. Of course, if you don't have access to the Internet this option will not work.

2.1.2.5 Help → Lotus 1-2-3 Help

This is useful for former Lotus 1-2-3 users. It provides them with the equivalent commands in Excel.

2.1.2.6 Help → Detect and Repair

This option looks at the time/date/version stamps on the files that Excel requires to run properly. If there is anything that is not correct, you will be prompted to insert the Office CD-ROM so the problem files can be restored. Keep in mind that if you have installed other patches or updates you will probably have to reinstall those after running this utility.

2.1.2.7 Help → About Microsoft Excel

This option provides technical information and the Product ID for your version of Excel on the dialog that pops up. You may be asked to access this dialog if you contact Microsoft for support.

URL <http://proquest.safaribooksonline.com/1565927141/excel2000ian-CHP-2-SECT-1>

User name: US Patent & Trademark Office

Book: Excel 2000 in a Nutshell

Section: Chapter 6. Insert

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Insert → Comment

Select the cell where you want to place the comment and then select either **Insert → Comment** or **Shift+F2** to insert a comment box for the cell. When the comment is created it contains your name, or the name that was used when Excel was installed on your system, and space for you to enter the a comment, as shown in Figure 6-18. You can modify the entire comment, including modifying or removing the name.

When you insert a comment in a cell a red triangle displays in the upper-left corner of the cell, as shown in Figure 6-18. When you drag the mouse cursor across a cell that contains a comment, it displays on the worksheet as long as you have not hidden the comments. If you do not want to see the comment indicators you can hide them on the **View** tab of **Tools → Options**.



Determining Owner of a Comment

If you are sharing workbooks with other users, it is a good idea to have a name assigned for each user's comments.

Figure 6-18. Comment Box Displays on the Worksheet

	C	D	E	F	G	H
5	\$3,157.00	\$785.00	\$2,956.00	\$3,256.00	\$13,378.00	
6	\$2,835.00	\$1,156.00	\$1,845.00	\$954.00	\$10,336.00	
7	\$3,948.00	\$978.00	\$1,726.00	\$846.00	\$10,120.00	
8	\$1,998.00	\$936.00	\$1,764.00	\$1,724.00	\$8,409.00	
9	\$2,959.00	\$869.00	\$2,176.00	\$956.00	\$10,817.00	
10	\$5,397.00	\$1,005.00	\$1,945.00	\$857.00	\$12,191.00	
11	\$2,879.00	\$736.00	\$1,623.00	\$1,178.00	\$8,313.00	
12	\$4,790.00	\$928.00	\$1,867.00	\$1,623.00	\$12,533.00	
13	\$3,612.00	\$1,378.00	\$1,364.00	\$906.00		
14	\$5,728.00	\$1,597.00	\$1,296.00	\$2,008.00		
15						
16						
17	\$45,164.00	\$12,319.00	\$21,335.00	\$16,053.00		

You can see all the comments in the worksheet by selecting View → Comments. Keep in mind that if you eliminated the comment indicators on the worksheet with Tools → Options, as soon as you select View → Comments again the comment indicators will display again on the worksheet.



Removing Comments in a Cell

To remove a comment in a cell, right-click on the desired cell with the mouse and select the Delete Comment option. Of course, if you are using the Tools → Track Changes option to keep track of revisions to your worksheet, the comment will not be removed until the modifications are accepted.

URL <http://proquest.safaribooksonline.com/1565927141/ch06-25-fm2xml>

User name: US Patent & Trademark Office

Book: Excel 2000 in a Nutshell

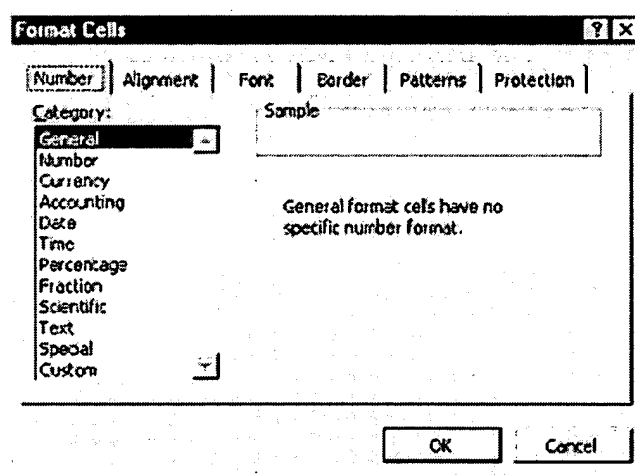
Section: Chapter 7. Format

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Format → Cells

Displays the Format Cells dialog, shown in Figure 7-1, where you can customize the way data displays in the selected cells. Although there are six different tabs that provide several different options for customizing the cell format, many of the options on these tabs can also be set using the Formatting toolbar.

Figure 7-1. Format Cells dialog



Number

The Number tab provides the ability to specify the type of data that is stored in the selected cells in the worksheet. When you select the data type, you also indicate how Excel should format the contents of the cell. For example, if you select a number, you need to select the number of decimal places, whether you want a separator for amounts over 1000, and how negative numbers should display. The options available for each data type vary.

Besides selecting from the 11 pre-set types, you can also define custom number formats by selecting the Custom category. The Custom category allows you to create formats that are not included in any of the other format categories. This category allows you to specify the format for positive numbers, negative numbers, zero values, and text all at once.

The easiest way to create a custom format is to select one of the formats in the Type list and then make the desired modifications. As indicated, you can specify up to four sections of format codes, in the following order, with each section separated by a semicolon:

Positive Number Format; Negative Number Format; Zero Value Format; Text Format

You do not have to specify all four sections; in fact, if you only specify one code, that code is used for all numbers. If you specify two codes, the first is used for positive numbers and zero values and the second is used for negative numbers. If you want to hide the values in the selected cells, you can specify a format of "".

When you make the modifications to a custom format you can use the codes as outlined in Table 7-1.

Table 7-1. Custom Formatting Codes

Code	Description
#	Displays only the significant zeros in the value. For example, 80.05 would display all zeros but 8.500 would display as 8.5.
0	Displays insignificant zeros if the number has fewer digits than specified in the format. For example, if the format is 0.000, then 8.5000 displays as 8.500.
?	Adds zeros to the number on either side of the decimal point so that the numeric values line up when a fixed-width font is applied.
.	Indicates the decimal point location within the format.
,	Indicates the location of the thousand separator, or scales the number down by multiples of 1000. For example, 14000 would display as 14 if the definition was 0.
[Black], [Blue], [Cyan], [Green], [Magenta], [Red], [White], [Yellow]	Indicates the color that should be applied to the values that meet the format.
"	Places text you want displayed within a set of double quotation marks.
\$ - + / () : space	Displays the specified character in the text.
*	Indicates that you want to use whatever character follows the asterisk to fill the remaining contents of the cell.
@	Indicates the location in the format where you want to display the text that is entered into the cell.

You can also create custom date and time formats for your cells using the Custom format category. The date and time formats can be created using any combination of the codes in Table 7-2.

Table 7-2. Date and Time Format Codes

Code	Description
M	When dealing with dates, a single M displays the month number without leading zeros for 01-09. Mm displays the month number with leading zeros. Mmm displays the month as an abbreviation (Jan - Dec). Mmmm displays the month as its full name. When dealing with times, M displays the minutes without leading zeros, and MM displays the minutes with leading zeros.
D	A single D displays the day of the week without leading zeros, Dd displays the day of the week with leading zeros, Ddd displays the three-digit abbreviation for the day of the week, and Dddd displays the full name of the day of the week.

Y	YY displays the year as a two-digit number, YYYY displays the year as a four-digit number.
H	H displays the hour without leading zeros, HH displays the hour with leading zeros.
S	S displays the seconds without leading zeros, SS displays the seconds with leading zeros.
AM/PM, A/P	Indicates whether a 12-hour clock or a 24-hour clock should be used.

Alignment

The alignment tab allows you to specify how the text/numbers display within the cell. Not only can you indicate how it is justified, but you can also rotate the text in the cell. Another way to justify the text within your cells is to select Edit → Fill → Justify.

Probably the most important option on this tab is the ability to merge cells together on your worksheet. This checkbox is very useful for creating a heading over a series of cells.

Font

The Font tab is used to specify font characteristics for the selected cells. The characteristics that initially appear on the tab are those assigned to the Normal font style. If you alter the font characteristics, you can return to the settings for the Normal font style by selecting the Normal font checkbox. Check out Tools → Options for information about changing the Normal font settings.

Border

You can use the Borders tab to design custom borders around various cells on your worksheet. You can select both the line type and color. If you are using borders on your worksheet you may want to turn off the grid display on the View tab of Tools → Options to make the borders show up better.

Patterns

The Patterns tab allows you to select the color and pattern that displays on the background of the cell. If you do not select a pattern the entire cell is filled with the selected color.

If you want to use a graphic file as the background for the worksheet, select Format → Sheet → Background.

Protection

If you are using sheet protection, you can use the options on the Protection tab to lock and hide the contents of the selected cells. These options only work when the sheet is protected using Tools → Protection → Protect Sheet.

When the Hidden checkbox is selected the contents of the cell still display on the worksheet when it is protected. The only difference is that the formulas in the cell do not display on the Formula Bar when the cell is selected.



Double Underline Contents of Selected Cells

A faster way to double-underline the contents of the selected cells is to hold down the Shift key while you click on the Underline button on the toolbar.

URL <http://proquest.safaribooksonline.com/1565927141/ch07-40772>